

SCHOOL DISTRICT OF THE MENOMONIE AREA

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April 11, 2003

Federal Communications Commission
Office of the Secretary
445-12th Street, SW
Washington, DC 20554

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APR 14 2003

FCC - MAILROOM

Request for Waiver

CC Docket Nos. 96-45 and 97-21 (this is taken from online instructions)

CC Docket No 02-6 (this is taken directly from letter)

This letter is to appeal the decision to hold these applications pending final review of those applications that were filed within the filing window. The person to contact regarding this appeal is:

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Out of Window Letter being Appealed - Funding Year 2003 Form 471 Certification
Funding Year 2003
March 20, 2003
Menomonie Area School District
417 Application Number - 363584
Billed Entity Number - 133380
Applicant's Form Identifier - MSDY6471TEL

Out of Window Letter being Appealed - Funding Year 2003 Form 471 Certification
Funding Year 2003
March 20, 2003
Menomonie Area School District
417 Application Number - 365673
Billed Entity Number - 133380
Applicant's Form Identifier - MSDY6471IC

The Menomonie Area School District has successfully completed the e-Rate application process for five years prior to this year. The district is committed to following procedural rules and regulations of programs. For this application filing, new personnel were in charge of submitting the application. Full attempts were made to review the application process and follow the guidelines.

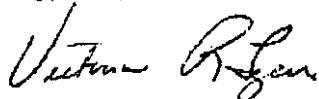
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List A B C D E

Upon **review** of why the certifications **were** delayed, the **staff member who** completed **the** online ~~portion~~ of **the** applications thought that by completing the **online** portion by the February **6** deadline ~~that~~ she **could** wait to send in **the** signed certifications and **supporting** documents. **Therefore, the** supporting documents were not postmarked until February **14**. **Planning** was complete: **performance caused** the delay.

The Superintendent of **Schools** signed **the** certification documents on February **5**. By **completing** the online portion **ahead of** the deadline and having the ~~certifications~~ signed one day before the deadline and on the same **day as the** online application **was** submitted, it is **obvious the** intent of **the** Menomonie **Area School District** was to follow **all** procedural guidelines of **the** **Schools and Libraries** Division of USAC and the FCC.

This appeal is to request that **the** FCC reconsider ~~these~~ applications and allow the **USAC** to place them **within** the filing window ~~since~~ the intent to **follow the** procedures and meet **the deadlines** is documented in the materials submitted ~~before the~~ February **6** deadline.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Victoria R. Lyons". The signature is fluid and cursive, with the first name "Victoria" being more prominent than the last name "Lyons".

Victoria R. Lyons
Information Technology Director